



DEPARTMENT OF THE NAVY

NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

NAVPERSCOMINST 1740.2

PERS-00G

12 MAR 2003

NAVPERSCOM INSTRUCTION 1740.2

From: Commander, Navy Personnel Command

Subj: COMMAND REVERSE SPONSOR PROGRAM

Ref: (a) COMNAVPERSCOMINST 1740.1B

Encl: (1) Reverse Sponsor Submission Format
(2) Reverse Sponsor Response Requirements

1. Purpose. To provide guidance for management and operation the of Navy Personnel Command's (NAVPERSCOM's) Reverse Sponsor Program.

2. Background. This instruction amplifies reference (a) requirements and establishes initial guidance for obtaining sponsor contact for Sailors under orders. Providing Sailors with the requisite information to support a smooth transition from NAVPERSCOM to the gaining command is key to ensuring readiness of newly reporting Sailors. NAVPERSCOM Reverse Sponsor Program was established to ensure direct communications from gaining command to Sailors under orders. It places the major responsibility on the gaining command to establish and maintain contact and to provide needed information to Sailors and their families. Unfortunately, due to a lack of sufficient lead-time caused by short-notice orders, gaining commands do not always have the opportunity to effectively establish contact prior to execution of those orders.

3. Policy. To fully optimize NAVPERSCOM's Reverse Sponsor Program, every effort shall be made to provide transferring Sailors with necessary points-of-contact information that will ensure each transfer is as seamless as possible.

4. Objectives. Future updates and expansion of the program will be issued by separate correspondence and through a revision of reference (a). NAVPERSCOM Reverse Sponsor Program shifts some of the responsibilities of Navy Sponsor Program to the detaching command as follows:

a. Provides immediate contact ability for Sailors (E6 and below) upon receipt of permanent change of station (PCS) orders.

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a. Provides immediate contact ability for Sailors (E6 and below) upon receipt of permanent change of station (PCS) orders.

b. Ensures all Sailors (E6 and below) are provided necessary information concerning their new duty station to make the smoothest possible move.

c. Provides information to gaining commands as soon as orders are issued.

d. Improves quality of service of all Sailors and their families by eliminating some of the uncertainties associated with relocation.

5. Responsibilities and Action

a. Executive Officer, Staff Enlisted Personnel. Provides oversight for the program and will assist the Reverse Sponsor Coordinator in assuring that NAVPERSCOM codes are notified of their prospective losses.

b. Command Master Chief (CMC). CMC shall monitor the program to ensure compliance.

c. Reverse Sponsorship Coordinator

(1) is responsible for administration, organization, and effective functioning of the NAVPERSCOM Reverse Sponsor Program. It is a collateral duty of the Command Career Counselor.

(2) will submit reverse sponsorship statistical data during the scheduled monthly Retention Brief with Commander, Navy Personnel Command (COMNAVPERSCOM).

d. Military Support Office (MSO)

(1) will update the prospective rotation date (PRD) names for NAVPERSCOM personnel in the database.

(2) will notify prospective losses upon receiving PCS orders.


(3) will ensure prospective losses are counseled upon receiving the MSO transfer information package, i.e., transfer information sheet, enclosures (1) and (2), and Naval Support Activity (NAVSUPPACT) Mid-South Personnel Support Detachment's (PSD's) PCS information sheets.

(4) will assist member with submitting request via the Sponsor Assignment Aid (SAA) at www.staynavy.navy.mil/Tools/SAA website, and provide a copy of SAA confirmation tracking sheet via E-Mail to the Departmental Career Counselor.

e. NAVPERSCOM Departmental Career Counselors

(1) will ensure that prospective losses have made contact with gaining command upon receipt of orders and have been assigned a sponsor within 2 weeks of completion of SAA tracking information sheet.

(2) will obtain a copy of the completed SAA web-site tracking sheet and submit to the Command Career Counselor's office along with their monthly retention report.



MURRAY W. ROWE
Deputy Commander
Navy Personnel Command
By direction

Distribution:
COMNAVPERSCOMINST 5218.1A
Lists 1A, 1B, and 2A

REVERSE SPONSOR SUBMISSION FORMAT

The following information will be required for SAA Wizard

1. Full name:
2. Rank/Rate:
3. SSN: (last four digits)
4. Command sponsor assigned: (gaining command will fill-in for return E-Mail)
5. Detach date:
6. Report date:
7. Married or single:
8. Number of dependents/will they travel with you?
9. Exceptional Family Member (EFM) enrollment/issues:
10. Education: High school or college graduate:
11. Plan/goals for off-duty education:
12. Leave phone number (including cell phone):
13. Leave address:
14. Next of kin (phone number and address in case of an emergency):
15. Your travel info (Air - to include flight number/POV/bus, etc.)
If you require transportation to the command from arrival terminal, provide terminal name (airport, bus station, etc.), arrival time and carrier information:
16. If you have dependents, do you plan to live off base?
17. Any special assistance required prior to your arrival?
18. Are you familiar with local area?

REVERSE SPONSOR RESPONSE REQUIREMENTS

Command response should provide following information:

1. Sponsor Information:
 - Full name
 - Rank/Rate
 - Complete mailing address
 - E-Mail address
 - Phone numbers
2. Ombudsman information:
 - Full name
 - Complete mailing address
 - E-Mail address
 - Phone numbers
3. Location and transportation information:
 - a. Directions to the command, including modes of transportation available.
 - b. Alternate POC information in event the command will be outside homeport upon arrival of new Sailor. (e.g. Immediate Superior in Command (ISIC), Waterfront Support Unit (WSU), Submarine Squadron Support Unit (SSSU), etc.)
4. Pertinent information addressing all concerns in arriving Sailor's E-Mail.
5. Any other information that will affect a smooth transfer for the Sailor (and family).

Sponsor Assignment Aid at www.staynavy.navy.mil/Tools/SAA